



**CITY OF TEMPE, ARIZONA
PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION**

REQUEST FOR STATEMENT OF QUALIFICATIONS

CONSTRUCTION MANAGER AT RISK SERVICES

FOR

**TEMPE TOWN LAKE
DOWNSTREAM DAM REPLACEMENT**

PROJECT NO. 6503061

CITY COUNCIL MEMBERS

Mayor – Hugh Hallman

Mark Mitchell

P. Ben Arredondo

Shanna Ellis

Onnie Shekerjian

Joel Navarro

Corey D. Woods

City Manager – Charlie Meyer

City Engineer – Andy Goh, P.E.

TABLE OF CONTENTS

REQUEST FOR QUALIFICATIONS	PAGE #
Section I - Introduction	2
Section II - Scope of Work	3
Section III - Statement of Qualifications	4
Section IV - Submittal Requirements	6
Section V - Selection Process and Tentative Schedule	6
Section VI - SOQ and Interview Criteria and Weighted Scoring	8
Section VII - General Information	8
EXHIBIT A - PROJECT REFERENCE FORM (PRF)	10

SECTION I – INTRODUCTION

The City of Tempe (COT) is inviting your firm to submit a Statement of Qualifications (SOQ) for providing Construction Manager at Risk (CMAR) Services for the Tempe Town Lake Downstream Dam Replacement Project.

Tempe Town Lake is an urban lake located in the Salt River channel, in the City of Tempe, Arizona. Groundbreaking for the Lake was celebrated on August 8, 1997, and Tempe Town Lake was officially declared full on July 14, 1999. The facility is formed by two dams constructed across the Salt River as the upstream and downstream ends of the Lake. The downstream dam consists of four 16-foot high air-inflated rubber bladders, each approximately 240 feet long anchored to a concrete foundation slab. The foundation slabs were constructed at the riverbed level to allow the passage of river flows while the rubber dams are deflated. The rubber dams were manufactured by Bridgestone Corporation.

The following list of documents has been prepared for the Lake and are available for viewing only at the at the City of Tempe, Public Works/Engineering Office, at 31 E. Fifth Street, west garden level. Please call 480-350-8200 to make an appointment to review this material.

- Rio Salado Town Lake Feasibility Study, April 1992.
- Geotechnical/Hydrological Data Report, December 1994.
- Geotechnical/Hydrological Data Report, February 1996.
- Geotechnical/Hydrological Data Report Addendum No. 1, February 1996.
- Hydraulic Analyses for the Rio Salado Town Lake Dams, March 1996.
- Technical/Commercial Proposal for Bridgestone Rubber Dams, June 12, 1996.
- Proposal for Operational and Maintenance of Town Lake, from SRP, February 24, 1998
- Rio Salado Town Lake Post-Construction Downstream Dam Foundation Analysis, December 29, 1998.
- Rio Salado Town Lake – Project No.946523B, Schedule B – Dam Facilities As-built Plans, 1999.

The City of Tempe has entered into an agreement with Bridgestone to supply replacement rubber dam body sections starting in January of 2010. Each section will arrive approximately two months apart. The dam sections are numbered from south to north, the southern most dam being number 1 and the northern most dam being number 4. The dam sections are scheduled to be delivered in the following order: 3, 1, 2, 4. Each replacement dam section will be approximately 30 feet wide by 240 feet long. The dam sections will be delivered rolled up on a steel drum with the following dimensions 30 feet long by 8 feet in diameter. The rubber body sections weigh approximately 34 tons with a combined weight of 40 tons for the rubber body and steel drum. The dam sections must be installed while maintaining the lake at its current operating level. The CMAR selected for this project will be required to do the following major items of work to replace each dam section:

- Evaluate the existing coffer dam sections to see if they require any modification or maintenance prior to use.
- Install the coffer dam.
- Remove the existing dam section.

- Allow for engineering inspection of the existing foundations and piers to access for minor repairs.
- Complete minor repairs as needed.
- Unroll new dam sections and install according to the manufacturers directions.

A copy of the Bridgestone Rubber Dam Installation Guide – 3, prepared by Bridgestone Corporation, is available for your use in preparing your SOQ.

The budget for the project is approximately \$3.5 Million which includes all design and construction management fees, permits, materials testing and construction of the project. This budget does not include the cost of the replacement dam body sections.

SECTION II – SCOPE OF WORK

The CMAR will enter into a contract to provide design phase services during the design of the project and serve as the general contractor during the construction of the project. Construction Management at Risk begins with the firm providing an agency support role for the design phase services. At some point prior to construction, the CMAR will assume the risk of delivering the project through a guaranteed maximum price contract.

The CMAR will enter into a construction contract, will be responsible for construction means and methods and will be required to solicit bids from pre-qualified subcontractors to perform the work. The CMAR may also compete to self-perform portions of the work.

Design Phase Services by the CMAR may include:

- Provide detailed independent cost estimating and knowledge of market conditions;
- Provide project planning and scheduling;
- Provide alternate systems evaluation and constructability studies;
- Advise the City of ways to gain efficiency in project delivery;
- Provide long-lead procurement studies and possibly initiate procurement of long-lead items;
- Assist in the permitting process; and
- Protect the City's sensitivity to quality, safety, and environmental factor.

Construction Phase Services by the CMAR may include:

- Construct the designed improvements;
- Coordinate with various City of Tempe departments and other agencies, utility companies and similar entities;
- Arrange for procurement of materials and equipment;
- Schedule and manage site operations;
- Bid, award, and manage all construction related contracts and subcontracts while meeting the City bid requirements including health insurance provisions;
- Provide quality controls;
- Bond and insure the construction in accordance with City requirements;
- Address all federal, state and local permitting requirements;
- Deal with owner's issues including public information, safety and traffic issues; and
- Maintain a safe work site for all project participants.

SECTION III – STATEMENT OF QUALIFICATIONS

The CMAR will be selected through a qualifications-based selection process. Firms interested in providing Construction Manager at Risk services must submit a Statement of Qualifications (SOQ) that addresses the following issues:

A. General Information (5 points)

1. Provide a general description of the firm and/or team that is proposing to provide construction management services and general construction services. Explain the legal organization of the proposed firm or team. Provide an organization chart showing key personnel.
2. Provide the following information:
 - a. The CMAR Contractor must have a valid Arizona contractor's license. List of the Arizona professional and contractor licenses held by the firm/team and the key personnel who will be assigned to this project. Provide the license number and explain if held by an individual or the firm.
 - b. Identify any contract or subcontract held by the firm or officers of the firm, which has been terminated within the last five years. Identify any claims arising from a contract which resulted in litigation or arbitration within the last three years. Briefly describe the circumstances and the outcomes.
 - c. If selected as a finalist for this project, you will be required to provide a statement from an A-or better surety company to verify the Company's bonding capacity.

B. Experience and qualifications of the firm/team (25 points)

1. Identify at least three comparable projects in which the firm served as either Construction Manager at Risk, agency Construction Manager during design and construction phases (without providing construction services), and/or General Contractor. Special consideration will be given to firms that have provided Construction Manager at Risk services on similar successful projects.

For each comparable project identified, provide the following information using the outline provided:

Section 1 - Description of project

Section 2 - Role of the firm (specify whether Construction Manager at Risk, Construction Manager or General Contractor. If CMAR or General Contractor, identify the percent and type of the work self-performed. Also, specify services provided during design phase, i.e. cost estimating, scheduling, value engineering, and similar services)

Section 3 - Project's original contracted construction cost and final construction cost

Section 4 - Construction dates

Section 5 - Project Owner

Section 6 - Reference information (two names with telephone numbers per project)

2. Describe experience in relevant local projects and list completed or on-going projects that the team has been involved in over the last two years.
3. List of all Arizona projects where the firm/team provided either CMAR or agency construction services in the last five years either completed or ongoing.

C. Experience of key personnel to be assigned to this project (25 points)

1. For each key person identified, list at least two comparable projects in which they have played a primary role. If a project selected for a key person is the same as one selected for the firm, provide just the project name and the role of the key person.
For other projects provide:
Section 1 - Description of project
Section 2 - Role of the person
Section 3 - Project's original contracted construction cost and final construction cost
Section 4 - Construction dates
Section 5 - Project Owner
Section 6 - Reference information (two names with telephone numbers per project)
2. For each key person identified, describe their experience in relevant local projects.
3. List any proposed consultants, including key staff names and the experience and qualifications of these individuals.

D. Understanding of the project and approach to performing the required services (25 points)

1. Discuss the major issues your team has identified on this project and how you intend to address those issues.
2. Describe your firm's project management approach and team organization during design and construction phase services.
3. Describe systems used for planning, scheduling, estimating and managing construction. Briefly describe the firm's experience on quality control dispute resolution, and safety management.
4. Submit a Subcontractor selection plan that meets Arizona Revised Statutes Title 34 requirements.

E. Firm Performance and Resources (10 points)

1. For the current on-going projects listed in Section III.B.2, including municipal projects:
Section 1 - list the projects and the key members of that project.
Section 2 - list the project scheduled completion dates and final anticipated completion date.
Section 3 - list the original project budgets and the final anticipated project budget.

Section 4 – list original staff utilized or proposed for the project and the final staff utilized to finish the project.

Section 5 – In view of the listed on-going projects, list the resources, staffing and otherwise, that are available for use on this project.

F. Project References (6 points)

The City desires to receive feedback on past performance of your projects. Mail or fax a **copy** of the attached Exhibit A - Project Reference Form (PRF) to at least three (3) Public/Private Agencies, for which you have **substantially completed similar work**, to fill out a copy of the PRF. Only the first three (3) received by the date and time that the PRFs are due will be counted toward your team's score for this section. Provide this form to the Owner, or Owner's representative, **directly responsible for oversight of the project** to complete and submit via mail or fax prior to the date and time listed on the form. If your firm has completed previous similar work for the City of Tempe, it is recommended that you utilize this experience. If your firm has not completed prior projects with the City, you will not be penalized.

Zero points will be awarded for projects:

1. If a PRF is received after the date and time specified on the form.
2. If a project submitted is not substantially complete.
3. If the firm was not the prime General Contractor or CMAR for the project submitted.
4. If the person requested to respond was not directly responsible for project oversight.

It is the **responsibility** of the firm submitting the SOQ to ensure that the City receives **all** of the PRFs prior to the deadline.

G. Overall evaluation of the firm/team and its perceived ability to provide the required services (4 points)

This is to be determined by the selection panel members. No submittal response required.

SECTION IV – SUBMITTAL REQUIREMENTS

Firms interested in the above project should submit a Statement of Qualifications, **which is a maximum length of twelve (12) pages of at least 11 point font to address the SOQ criteria (excluding resumes, but including a cover letter and organizational chart). Resumes for each key team member shall be limited to a maximum length of two pages and should be attached as an appendix to the SOQ.**

Please provide **one (1) original and eight (8) copies of the SOQs, total of nine (9), at the time and date listed below in the schedule.**

On the submittal package, please display: firm name, project number, and project title.

Interested teams are invited to respond in writing to:

Andy Goh, P.E.
Deputy Public Works Manager/ City Engineer
Public Works Engineering Division
31 E. Fifth Street
Tempe, AZ 85281

Please be advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced:

- Receipt of submittal by the specified cut-off date, time, and place.
- The number of originals and/or copies of the submittal specified.
- Email submittals will not be accepted.

Adherence to the maximum page criterion is critical; each page side (maximum of 8 ½” by 11”) with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards maximum number of pages. The City of Tempe reserves the right to accept or reject SOQs that exceed the maximum page limit.

SECTION V – SELECTION PROCESS AND TENTATIVE SCHEDULE

A Selection Committee will evaluate each SOQ according to the above criteria and select three to five firms for invitation for interview. Based on the results of the scoring criteria for interviews as listed below, a final list of three firms will be established. Only one firm shall be selected pursuant to this RFQ. The following tentative schedule has been prepared for this project. Firms interested in this project must be available on the interview and scope meeting dates.

Schedule

SOQs and Project References due	August 20, 2009, 4:30 p.m. MST
Interview	To be determined
Scope meeting	To be determined

The City will enter into negotiations with the first firm on the final list and execute a contract upon completion of negotiation of fees and contract terms for City Council approval. If the City is unsuccessful in negotiating a contract with the committee selected best-qualified firm, the City may then negotiate with the next most qualified firm in sequence until an agreement is reached or a determination is made to reject all firms on the final list.

SECTION VI – SOQ AND INTERVIEW CRITERIA AND WEIGHTED SCORING

The SOQ weighted scoring (100 points per firm maximum) is only used to determine the firms that will be invited for interviews. The interviews will have a separate weighted scoring (100 points maximum as determined by the Selection Panel), as listed in the following table, that will be utilized to create the final list:

Interview Weighted Scoring	
Criteria	Maximum Points
1. Presentation	
• General Information	5
• Experience and qualifications of the firm/team	20
• Experience of key personnel to be assigned to this project	20
• Understanding of the project and approach to performing the required services	20
• Firm Performance and Resources	5
Total Presentation Points	70
2. Questions and Answers related to presentation criteria above	20
3. Overall evaluation of the firm/team and its perceived ability to provide the required services	10
Total Points for Interviews	100

Detailed interview weighted scoring criteria based on the above table will be given to the invited firms with the invitation letter notifying them of the time, date and location of the interviews.

SECTION VII – GENERAL INFORMATION

RFQ/ RFQ Holders list. The RFQ and RFQ Holders List are available on the City’s website at: <http://www.tempe.gov/engineering/rfq>. Firms who receive a copy of this packet must register as an RFQ holder on the website.

Instructions. The City of Tempe shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum, which will be furnished to all registered Request for Qualifications holders.

Contract. The City shall provide a contract to the firm(s) finally selected, which shall constitute the entire agreement between the parties as to this project.

City Rights. The City of Tempe reserves the right to accept or reject any or all SOQs, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQs received.

Contact with City Employees. All firms interested in this project (including the firm’s employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including, but not limited to, the evaluation panel, the City Manager, Assistant

City Manager, Department Heads and other staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process must only be addressed to the authorized representative identified below.

Questions. Questions pertaining to the consultant selection process or contract issues should be directed to Mark Weber, P.E., Principal Civil Engineer and authorized representative, at 480-350-8526

EXHIBIT A

PROJECT REFERENCE FORM (PRF)

Directions: Request three (3) Public/Private Agencies, for which you have **substantially completed similar work**, to fill out a copy of the PRF. Provide this form to the Owner, or Owner's representative, **directly responsible** for oversight of the project to complete and submit via mail or fax prior to the date and time listed below. If the form is received after the date and time specified it will not be accepted. If your firm has completed previous similar work for the City of Tempe it is recommended that you utilize this experience. If your firm has not completed prior projects with the City you will not be penalized.

SOQ Due Date and Time: **August 20, 2009, 4:30 p.m. MST**

PROJECT NAME: **Tempe Town Lake Downstream Dam Replacement, Project No. 6503061**

NAME OF COMPANY TO BE EVALUATED: _____

NAME OF PROJECT AND DATE COMPLETED: _____

QUESTIONS:

1. Has the above referenced project reached substantial completion? (circle one) **Yes** **No**
2. What project delivery method was utilized? (circle one) Design-Bid-Build : Design-Build : CMAR
3. On a scale of 1 to 10 (1 = poor, 10 = Excellent) how would you rate this company's performance on the following:
 - a. How would you rate work performed by this firm on your project? _____
 - b. Was the project completed on time? _____
 - c. Was the project completed within budget? _____
 - d. What was the quality of the work performed? _____
 - e. Was staff proactive in solving problems that may have occurred on your project? _____
 - f. What was the extent of staff turnover? (*10 = low staff turnover, 1 = high staff turnover*) _____
 - g. Would you be willing to contract with this firm again? (*10 = Yes, 1 = No*) _____

TOTAL POINTS (max 70 points) _____

Name of Agency or Firm Submitting Evaluation: _____

Name and Phone Number of Person Submitting Evaluation: _____

Please fax to Mark Weber at 480-350-8591 by the date and time shown above.